8-17-56

1. **OBJECTIVE:** To provide an additional 30,000 sq. ft. of storage space by April 1957 at the Agency Records Center, ████████

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2. **ORIGIN AND POLICY GUIDANCE**

   a. Origin. Project Outline for construction of a CIA Records Center (ER5-1817) dated 25 Jan. 1954 and approved by DCI 24 March 1954.

   b. Whence proposed. In Headquarters.

3. **SITUATION:**

   a. The project outline approved by the Director on 24 March 1954 provided for 21,290 square feet of storage space and authorized the expenditure of $405,000 for construction work and the preparation of plans and specifications. Included in this project outline as approved was the anticipated need for expansion within 5 years and an eventual need for a Records Center containing a total of 60 to 70 thousand sq. ft. of floor space.

   b. The construction of the Records Center was completed in April 1955 at a total cost of $245,675.07 and was occupied on 20 April 1955. This building provides 21,290 square feet of overall space of which 17,812 square feet is for the storage of records.

   c. During the past year of occupancy the rate at which inactive records have been and are being received is more than twice the anticipated intake. The new increase in storage requirements, taking into consideration the destruction program, indicates that the existing building space available for storage of additional records will be exhausted by April 1957. (Appendix A)

   d. Funds have been approved in the amount of $18,000 and a contract negotiated with an Architect and Engineering firm for plans and specifications. Expansion of the Center has been approved in principle by the Deputy Director, Support. (Appendix B).

4. **PROPOSAL:** To construct and equip an addition to the Records Center at ████████████████████, consisting of approximately 30,000 sq. ft. of floor area at an estimated cost of $448,229   (See appendix C)

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ACTUAL COST - $416,442.69

5. **OPERATIONAL OUTLINE:** NA

   a. Sub proposals or "tasks." NA

   b. Key personnel. NA

   c. Indigenous groups and/or leaders. NA

   d. Target groups. NA

   e. Duration. NA

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